

Approved For Release 1999/09/07 : CIA-RDP78-03568A000800010069-7

OFFICE OR STAFF DD/P - FE DIVISION		OFFICE CODE BF	REQUEST DATE 8 Aug. 1953	APPROVAL DATE SEP 1 1953	CONTROL NO. 498	Page 1 of 1 Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
DD/P FE DIVISION [REDACTED] Secretary - Steno	GS-318-4	365	DD/P FE DIVISION [REDACTED] Secretary - Steno	GS-316-5	372	25X1A6a	
NEW OFFICE TOTALS			APPROVAL				
No change in Office Totals.			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received. [REDACTED] Chief, Class & Wage Div. TITLE				
FORM NO. 30-25 SEP 1952			T/O CHAN				

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SECURITY INFORMATION

8 August 1953

MEMORANDUM FOR: PERSONNEL DIVISION [REDACTED] WAGE AND CLASSIFICATION

25X1A8

SUBJECT : Upgrading of DDP/FE Slot [REDACTED]

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1. Since the establishment of subject slot, the nature and scope of the position has changed to the extent that an upgrading to Grade 5 (Secretary-Stenographer) seems warranted.
2. The work of this position includes the following:
 - a. The customary secretarial responsibilities of taking dictation, filing, handling telephone calls and appointments, and keeping abreast of the activities of the personnel connected with the desk. This includes working for and with the itinerant personnel continually passing through the office, as well as the permanent desk staff.
 - b. Establishing and maintaining efficient, up-to-date files on over 100 individuals.
 - c. Maintaining the Agency manual and supplementary notices and bulletins, and seeing that all documents leaving the office are in the proper order. This includes memoranda, cables, and dispatches.
 - d. Taking dictation and serving the three senior members of the desk. The dictation represents approximately one-third of the work time.

for [REDACTED]
Chief, Far East Division

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